



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

29 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 122 – Special Emphasis Program Committee (SEPC)

1. POLICY. I fully support the Special Emphasis Program (SEP) and consider it a matter of high priority.
2. On 22 May 1998, the Hispanic Employment, Black Employment, Federal Women's, Asian American/Pacific Islander, American Indian/Alaskan Native and Program for Individuals with Disabilities were combined under the auspices of a single SEPC. The Fort Huachuca SEP has led the way, setting an outstanding example for all TRADOC SEPCs. In May 2001, the Fort Huachuca Equal Employment Opportunity (EEO) Office was recognized at the National Image Conference for having one of the Best Practices in the Hispanic Employment Programs in the federal government.
3. The SEP is designed to assist management in assuring that equal employment opportunity is present in all aspects of employment and that affirmative action is being taken to address underrepresentation of women, minorities, and individuals with disabilities when such underrepresentation exists.
4. PROCEDURES. The SEPC is a working group, representative of the work force (organization, occupation, grade, and ethnic diversity) and will include one primary and one alternate representative from the US Army Intelligence Center and Fort Huachuca (USAIC&FH). Partner organizations are encouraged to provide representatives.
5. The SEPC's goals are as follows:
 - a. To transcend the boundaries of gender, race, and disability.
 - b. To ensure equal employment opportunity in the hiring, advancement, training, and treatment of women, minorities, and individuals with disabilities.
 - c. To strive to achieve a civilian work force in which these groups are represented in every major organizational element and occupational category.
6. The SEPC objectives are as follow:

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- a. To strive toward achieving a civilian work force in which women, minorities, and individuals with disabilities are employed at all levels, occupations, and segments of the organization.
 - b. To assist in the development and implementation of organizational processes and programs which foster and are responsible to women, minorities and individuals with disabilities in their pursuit of employment, development and career progression. To develop strategies and recommendations that when carried out will contribute towards the elimination of work force under-representation of women, minorities and individuals with disabilities.
 - c. To be a resource for management so as to better understand the needs and roles of women, minorities, and individuals with disabilities in employment.
7. I am seeking help to make this important mission as positive as it can be. Please ask your best people to consider serving on the SEPC. The SEPC meets on the second Tuesday of each month.
8. PROPONENT. Ms. Joan A. Street, SEP Manager, 538-0276, email joan.street@us.army.mil.



BARBARA G. FAST
Major General, USA
Commanding

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